

## Employability Skills Daily Performance Rubric (Page 1 of 2)

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Evaluator: \_\_\_\_\_ Work Site: \_\_\_\_\_ Time: \_\_\_\_\_

		4	3	2	1	0
TIME/SPACE						
1	Shows Good Attendance	Present	No points earned if student is absent			
2	Practices Punctuality	Arrived on time without prompting	No points earned if student did not arrive at assigned area or job on time without prompting			
3	Exhibits Mobility at Work	Independently navigates work environment by problem solving or asking directions	Independently navigates familiar routes by problem solving or asking directions	Travels with shadow to familiar routes	Travels to familiar routes with shadow and verbal cues	Requires support to navigate environment
PHYSICAL CHARACTERISTICS						
4	Shows Clean Appearance Uniform clean, fresh breath, pleasant body odor, hair and nails groomed	Meets all 5 criteria	Meets 4 of 5 criteria - looks presentable	No points for 3 or more criteria not met - student should not go to work if not clean		
5	Dresses Appropriately Wears uniform or required clothing, acceptable jewelry, shoes and ID badge	Follows dress code	No points for not following dress code – student should not go to work if not dressed appropriately			
SOCIAL COMPETENCE						
6	Accepts Criticism Listens to feedback, acknowledges criticism and follows through with feedback	3 components demonstrated without prompts	2 components demonstrated without prompts	3 components demonstrated with prompt	2 components demonstrated with prompt	No points if less than 2 components demonstrated
7	Shows a Good Attitude Rarely complains, eager to work, cheerful	Is cheerful, even tempered and eager to work.	Is usually eager to work and even tempered	No points for complaining, being visibly angry and hostile; verbally abusive or profane. Does not openly criticize supervisors		
8	Communicates Effectively Expresses Needs, Stays on topic, audible tone, acceptable volume	Freely expresses thoughts and needs	Has difficulty expressing thoughts and needs	Fails to share needs with job coach or TRI before expressing concerns to supervisor		
9	Interacts Appropriately (1) Maintains eye contact (2) Maintains personal space, (3) Demonstrates social self-control	3 components demonstrated without prompts	2 components demonstrated without prompts	3 components demonstrated with one prompt	2 components demonstrated with one prompt	No points if less than 2 components demonstrated
10	Advocates for Self	Seeks assistance from appropriate person when needed without prompt	Requires 1 prompt to appropriately resolve problems	Requires 2 prompts to appropriately resolve problems	Requires total verbal cueing to resolve problems	Does not attempt to resolve problem or attempts are inappropriate

Credit: Unknown

### Employability Skills Daily Performance Rubric (Page 2 of 2)

		4	3	2	1	0
<b>WORK PERFORMANCE</b>						
11	<b>Demonstrates Safety Skills</b>	Follows all health/safety rules as given and 100% proper use of equipment	No points earned for improper care of equipment less than 100% of the time			
12	<b>Shows Quality of Work</b>	Completes job at 98 - 100% accuracy as required by employer	Makes some mistakes; independently spotted and corrected (90-97%)	Makes some mistakes which need to be pointed out (80-89%)	Displays inconsistent quality; often spots errors (Less than 80%)	Displays inconsistent quality - does not spot errors
13	<b>Shows Good Work Speed</b>	Exhibits above average speed and consistency	Exhibits average consistency and speed	Exhibits average, but inconsistent speed	Exhibits slow, but consistent speed	Exhibits slow, inconsistent speed
14	<b>Remains on Task</b>	Can stay on task without constant supervision, is self-motivated	Can stay on task with intermittent prompts	Works best when supervised	Stays in assigned area, but needs prompts to stay on task	Frequently leaves assigned area or is easily distracted
15	<b>Shows Task Perseverance (Stamina, endurance)</b>	Is able to work continually more than 2 hours	Is able to work continually up to 2 hours	Is able to work continually up to 1 hour	Is able to work continually up to 30 minutes	Is able to work continually up to 15 minutes
16	<b>Follows Directions</b>	Can follow multi-step verbal directions without reminders	Can follow multi-step verbal directions with reminders	Is able to perform 2-3 step verbal tasks without reminders	Is able to perform 2-3 step verbal tasks with reminders	Requires one-step routine, repetitive verbal directions
17	<b>Adapts to Change</b>	Adapts to change easily	Some difficulty - requires guidance	Adapts to change with great difficulty	No points for not adapting to change or exhibiting resistant behavior	
18	<b>Displays Initiative</b>	Seeks out work as needed without being asked	Will do extra work, if asked; asks questions to clarify	Completes duties as assigned without prompting	Needs prompts to move to next task - waits to be told	No points for Avoiding to work/sit idle
19	<b>Demonstrates Problem Solving Skills</b>	Independently and appropriately resolves problems	Asks directions as they arise during the day	Requires 1 – 2 prompts to resolve problems	No points for not attempting to resolve problems	
20	<b>Works Under Pressure</b>	Works under pressure without visible adverse reactions	Expresses feelings of stress, but follows through	Has visible difficulty working when under pressure	No points for not being able to work under pressure	
21	<b>Works Independently</b>	Works Independently 100% of time	Requires occasional feedback (90 - 99% independent)	Requires intermittent feedback (80 - 89% independent)	Requires frequent feedback (Less than 80%)	Requires constant feedback

Comments: \_\_\_\_\_

Credit: Unknown

### Data Collection for Daily Performance Report

Student: \_\_\_\_\_ Site: \_\_\_\_\_ Trainer: \_\_\_\_\_

Quarter: \_\_\_\_\_

	Skill/DATE:																Total Points Possible	Total Points Earned
1	Shows good attendance																	
2	Practices punctuality																	
3	Exhibits mobility at work																	
4	Shows clean appearance																	
5	Dresses appropriately																	
6	Accepts criticism																	
7	Shows a good attitude																	
8	Communicates effectively																	
9	Interacts appropriately																	
10	Advocates for self																	
11	Demonstrate safety skills																	
12	Shows quality of work																	
13	Shows good work speed																	
14	Remains on task																	
15	Shows task perseverance																	
16	Follows directions																	
17	Adapts to change																	
18	Displays initiative																	
19	Problem solves																	
20	Works under pressure																	
21	Works independently																	
22																		

*(Total Points Earned divided by Points Possible = Student's Grade)*

Evaluation Codes: 4 = Performance about expectations 3 = Performs at expectations 2 = Performs below expectations 1 = Performs significantly below expectations 0 = observed

Notes:

---

Credit: Unknown